DEPARTMENT OF REHABILITATION & MENTAL HEALTH COUNSELING  
COLLEGE OF BEHAVIORAL & COMMUNITY SCIENCES  
UNIVERSITY OF SOUTH FLORIDA  
13301 Bruce B. Downs Blvd.; MHC 1632, Box 12  
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(813) 974-2855  

Information and Protocol  

This document is designed to address frequently asked questions and to serve as a quick reference guide for completing routine administrative tasks. It is also designed to direct you to the faculty or staff member who can most effectively respond to your concerns. This document is not intended to replace the USF Graduate Catalog (http://www.grad.usf.edu/catalog.asp, currently the 2012/13 version) or our Student Handbook (http://rmhc.cbcfs.usf.edu, Master’s Program, Resources & Links). It is your responsibility to read and understand the information provided in these documents. Please consult with your faculty advisor if you have questions.

**Academic Program Specialist** – Paula MacGeorge, (813) 974-0970, MHC1633, pnmacgeorge@usf.edu. She coordinates the application process, maintains student records, facilitates the course schedule, manages permits and acts as liaison between the student, the College of Behavioral and Community Sciences and the Graduate School with any issues that may surface regarding the student’s program and record.

**Graduate Assistants** – available to answer general program inquiries. They may be reached at (813) 974-2855, MHC1632, bcs-rehgrad@usf.edu.

**Director of Graduate Studies** – Dr. Gary DuDell, (813) 974-1257, MHC1615, gdudell@usf.edu. Dr. DuDell addresses questions and concerns from non-degree students and those persons considering application for admission into our program. He assists advisors in monitoring students’ academic progress throughout the program. In consultation with department faculty he recommends deserving students for honors and awards such as stipends, scholarships, fellowships, and loans, and recommends for dismissal students not meeting program requirements.

**Faculty Advisors** – Each student is assigned a faculty advisor and is asked to consult with that advisor regarding any program-related questions. Please do not contact the Chair regarding these issues.

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Guidelines for the following procedures:

1. **Obtaining permits**: Permits are required for many classes, including Independent Study, and all Field Placement courses (Practicum I & II, Internship).
   - For courses requiring permits, other than field placements and Independent Studies, complete the online Course Permit Request form (no emails), located under Resources & Links on the Department website - http://rmhc.cbcs.usf.edu/resourcesLinks/. When submitted, this is routed to Paula MacGeorge for evaluation and permitting.
   - If you have applied for fall semester and wish to take classes during the prior summer semester, you must first apply as a non-degree seeking student at: http://www.registrar.usf.edu/regurl/os/application/. Once this is completed, follow the above process to request permits.
   - For an Independent Study during any semester, you must first obtain the consent of the professor who will supervise your work, and then submit the Independent Study Application - http://rmhc.cbcs.usf.edu/_assets/docs/IndependentStudyApplication.doc - for inclusion in your student file. This may be submitted to Paula MacGeorge, who will secure the supervising faculty signature, prior to placing permits.
   - To register for a practicum or internship, refer to the Field Placement Instructions on the Department website - http://rmhc.cbcs.usf.edu, Master's Program, Field Placement. The application process is now completely electronic, and field placement permits are driven by these submissions. Do NOT use the Course Permit Request form for this purpose!

2. **Attending first class meeting**: In the Department of Rehabilitation and Mental Health Counseling, students are required to attend the first class meeting of undergraduate and graduate courses for which they are registered. These names will appear in Blackboard on the class roll for each course section. Those unable to attend the first class session due to extenuating circumstances beyond their control must notify the instructor prior to the occurrence to request waiver of the first class attendance requirement. To avoid fee liability and academic penalty, the student is responsible for ensuring that he/she has dropped all undesired courses by the end of the 5th day of classes. All first day “no-shows” will be immediately dropped by the instructor via Canvas.

3. **Continuous Enrollment for All Graduate Students**: All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. Colleges and programs may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave.

4. **Readmission Following Non-enrollment**: A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12 month period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to
the degree program to continue their studies. Readmission is at the discretion of the program and is not guaranteed.

5. **Time Limits:** Master's degrees must be completed within five (5) years from the student's date of admission for graduate study.

6. **Maintaining minimum grade requirements:** Graduate students are required to maintain a minimum 3.0 GPA. Falling below this level automatically results in probationary status. Students on probation are required to attain a minimum 3.0 GPA by the following semester to avoid dismissal. Also, no grade of C- or below may be applied to the graduate degree. In addition, the following courses require a B or better to be accepted toward a student’s coursework: MHS 5020 Foundations of Mental Health Counseling, and RCS6803 Practicums I & II. There is **NO** grade forgiveness at the graduate level.

7. **Requesting change of grade:** Students should contact the course instructor with concerns regarding their final grade. If a change of grade is approved by the instructor, the instructor will access Canvas to make the correction.

8. **Completion of incomplete grades:** Students are responsible for executing an Incomplete Grade Contract with their instructor designating work to be completed before receiving an Incomplete, I+grade. For example, if a student has a C, including zero for work not completed, the grade would be an 'IC'. If the work is not completed within two semesters, the grade becomes a C. If the work is completed, the grade could be higher depending upon the instructor’s assessment of contracted work.

9. **Transferring classes from other departments/schools and from USF non-degree seeking status:** Students must complete the Graduate Transfer Course Form located on the Graduate School website, and include a copy of the syllabus for any non-RMHC courses. The following courses must be taken within the USF Rehabilitation and Mental Health Counseling Department: MHS 5020 Foundations of Mental Health Counseling, RCS 6407 Counseling Theories, RCS 6408 Psychopathology, and RCS 6740 Research and Program Evaluation. A grade of B or better is required for all transfer work.

10. **Electives from other departments:** Students must first obtain an electronic copy of the syllabus from the outside department. The syllabus is attached to the Elective Approval Form (located at [http://rmhc.cbcs.usf.edu/](http://rmhc.cbcs.usf.edu/)), and the form is submitted to their advisor for approval.

11. **“Required” courses from other departments:** Students are strongly encouraged to take “required” classes within the department, and will remain responsible for this material on the Comprehensive Exam. Requests for courses from other departments must be made via the electronic Course Outside of Program Approval Form with a copy of the course syllabus attached and should be submitted to the student’s faculty advisor by no later than four weeks prior to the start of the semester.

12. **Graduation Application:** Students must complete and submit as attachments via email, the Graduation Certification Form, available on the Department website. It is the student’s responsibility to check the Registrar’s deadline for application submission. If the deadline is missed, graduation will not occur until the following
semester, and a new application must be submitted. Students must be enrolled in at least two (2) credit hours during the semester in which they expect to graduate.

13. Comprehensive Exam Signup: Students must submit the electronic COMPS Protocol Form, located on the department web site. The Graduation Certification Form (electronic copy in Word format) must also be submitted if not already provided with the Graduation Application (Item 9). This should be provided to Paula MacGeorge; it is recommended this be done by no later than the end of the fourth week of classes, although the exam date and deadline for submission may not yet have been announced. Students must be enrolled in at least two (2) credit hours during the semester in which they plan to take the exam.

14. Commencement Ceremony: It is the student’s responsibility to register for the commencement ceremony if they plan to participate. This is done online at: http://usfweb2.usf.edu/commencement/.